

Instructions For Preparing Form FHWA 1391

All Contractors must file a Form 1391 for each of the contracts listed in the letter from the Affirmative Action Program, regardless of whether any work was performed during the applicable period. Any prime or subcontractor who does not submit a Form 1391 may have estimates withheld.

Note: Instructions for Active and Inactive Contracts are different. Active Contracts are contracts with work being performed by employees in the week of July 24-30, 2016. Inactive Contracts are contracts having no work performed during this period.

TO COMPLETE FORM FHWA 1391 FOR ACTIVE CONTRACTS

- 1) Type in the internet web browser-- <http://www.tn.gov/tdot/topic/affirmative-action> to download Form FHWA 1391 Annual EEO Report (Excel) from the link under **Reporting Requirements**.
 - Box 1-Select Contractor or Subcontractor
 - Box 2-Type in Company Name
 - Box 3-Type in Contract number or Pin number listed on the letter
 - Box 4-Type in the dollar amount
 - Box 5-Type in the County where the Project is located
 - Box 6 (Sections A-B-C) Complete the number of employees who worked in each job classification. **Note-Employees can only be counted on one contract; even if they worked on multiple projects during the last full work week in July, which for 2016 is 7-24 thru 7-30. Apprentices and On-the-Job Trainees should be listed in Tables B and C. Each employee should be listed in the category closest to their actual work assignment i.e. a flagger would be unskilled labor**
 - Box 8-Type in **Name and Title** of the person preparing the form. The typed name will be accepted instead of an actual signature
 - Box 9-Type in Date

Save File in Excel format attach it to an email and send to AA.CC@TN.gov. The forms must be submitted by email and are due no later than August 19, 2016. Forms that are not in Excel format will not be accepted.

TO COMPLETE FORM FHWA FHWA 1391 FOR INACTIVE CONTRACTS

INACTIVE CONTRACTS If no work was performed on the contract from July 24-30, 2016 follow the instructions above, except in Box 4 type NO WORK and leave all sections in Box 6 blank.

Any questions as to this process should be directed to AA.CC@TN.gov or to Contract Compliance Officer Norris Teachworth at 1-888-370-3647, or 1-615-253-8741.